

**CITY OF RIVERDALE**  
**JOB DESCRIPTION**  
Equal Opportunity Employer

Position	Department	Salary Range	Pay Grade	FLSA Status	Shift / Schedule	Application Expiration
POLICE OFFICER II	Police Services	36,451.62 – 51,888.31	39	Non-Exempt	Varies	

**Job Summary:**

This position is a non-exempt, inexperienced, non-certified, police officer trainee. This is general law enforcement work is responsible for protecting life and property and enforcing laws and ordinances. Work involves routine patrol work and responding to emergency calls, citizen complaints, and alarms. Duties include preliminary investigations, special detail assignment, administrative duties and other special assignments as assigned by superiors.

**Minimum Qualifications:**

- High school diploma or equivalent;
- Associates degree or two years of related college coursework is desirable and a Bachelor's degree preferred (step 1);
- POST (Peace Officer Standards and Training Council) basic mandated certification required
- (5) Five years of experience is preferred (step 1);
- A combination of a Bachelor's degree and five years of experience is preferred (step 2)
- Possession of valid State of Georgia driver's license (Class C),
- A satisfactory Motor Vehicle Record (MVR);
- Must be twenty-one (21) years of age or older;
- Must be a citizen of the United States
- No record of a felony conviction.

**Major Duties: Upon completion of a State Certified Police Academy**

- Patrol the City to provide a visible deterrent in uniform and in marked cars and to enforce laws and ordinances and protect life and property; monitors commercial and residential areas for signs of criminal activity, patrols for suspicious persons or vehicles.
- Enforces traffic and parking laws through the issuance of citations and warnings; routinely inspects roadways, bridges, and traffic signals and signs to find and report any hazardous conditions.
- Performs business and residential security checks; checks building doors, windows, gates, and fences to ensure building/home is secured.
- Reports buildings, homes, vehicles, or equipment that is not secured; ensures the safety and well-being of all residents/employees on duty; learns employees work patterns and alerts them to possible suspects and crime prevention.
- Responds to calls for assistance, disturbance calls, and complaints of crimes; enforces Federal, State, and local laws by performing warrant, felony, or misdemeanor arrests; implements physical confrontation when necessary; protects the civil rights of persons in custody.
- Investigates traffic accidents by establishing point of impact, interviewing witnesses, and collecting, preserving, and packaging evidence; detects impaired drivers and performs sobriety evaluations; books DUI suspects.
- Secures and protects crime scene by establishing boundaries, detaining victims, suspects and witnesses, locating and identifying evidence, and briefing supervisors and investigators on their arrival.
- Serves as first-responder to provide aid and assistance to victims of traffic and other accidents, assists fire and emergency medical services in treating and transporting victims.
- Prepares and maintains a wide variety of departmental records and reports in compliance with departmental and legal policies and procedures; prepares and files thorough written case reports.
- Gives advice on laws, ordinances, and general information to the public; renders advice on domestic disturbances, assists citizens in need.
- Maintains assigned uniform, vehicle, and equipment in accordance with departmental policy and procedures.
- Presents evidence and testimony in courts of law; assists in prosecuting felony and misdemeanor cases.

Non-exempt hourly position pay grade #37

- Assists stranded motorists, directs traffic when necessary; escorts special processions; transports prisoners to jail.
- Participates in departmental training programs.
- Participates in community relation's projects as required.
- Serves and executes criminal and traffic warrants on felony and misdemeanor suspects.
- Performs related work as required.

#### **Knowledge Required by the Position:**

- Knowledge of or the ability to learn Federal, State, and local laws and legal procedures.
- Knowledge of or the ability to learn the department's rules, regulations, policies, and procedures.
- Knowledge of or the ability to learn law enforcement investigation methods, procedures, and techniques and the ability to apply such knowledge to specific situations.
- Knowledge of or the ability to learn modern methods and practices of criminal investigation, gathering evidence, preservation of evidence, and identification.
- Knowledge of or the ability to learn the geography of the City and the location of important buildings and areas.
- Knowledge of or the ability to learn skill in the use of firearms.

#### **Knowledge Required by the Position:**

- Ability to deal courteously and fairly with the public.
- Ability to analyze situations and to take quick, effective, and reasonable courses of action given due regard to the surrounding hazards and circumstances of each situation.
- Ability to write clear and comprehensive reports.
- Ability to operate a law enforcement vehicle during both the day and night, in emergency situations involving speeds in excess of posted limits, in congested traffic and in unsafe road conditions caused by factors such as fog, smoke, rain, ice and snow.
- Ability to obtain information through interviews, interrogations, and observation.
- Ability to react quickly and calmly under emergency conditions.
- Ability to communicate clearly and effective, orally and writing.
- Ability to establish and maintain effective working relationships with City employees, City officials, and the general public.
- Ability to drive and operate the department's assigned vehicles and equipment in a safe and efficient manner.
- Ability to qualify annually with firearms.
- Ability to work routinely under highly stressful conditions including life-threatening situations.
- Ability to pass pre-employment physical examination including drug screening.

#### **Supervisory Controls:**

A Police Field Training Officer, Police Sergeant or Lieutenant reviews assignments and gives specific instructions and assistance when guidance or patrol backup is needed.

#### **Guidelines:**

Abide by all Federal, State and local laws, Departmental Standard Operating Procedures and the Departmental Code of Ethics. Work requires independent judgment and discretion in difficult or unusual situations.

#### **Complexity:**

Work requires the exercise of independent thinking within the limits of guidelines, policies, standards, and precedents. Work involves personal danger.

#### **Scope and Effect:**

To enforce state laws and city ordinances, perform law enforcement duties, and to assist the public and other officers during emergency and non-emergency situations.

#### **Personal Contacts:**

Law enforcement officers and the general public.

**Non-exempt hourly position** pay grade #37

**Purpose of Contacts:**  
To resolve problems, conduct investigations, negotiate.

**Physical Demands:**  
Work typically demands standing, walking, sitting and lifting over 100 lbs. Work also includes carrying, pulling, climbing, kneeling, speaking, hearing and seeing.

**Work Environment:**  
This work may take place indoors or outdoors, under dangerous circumstances, and under conditions which may include moderate noise.

**Supervisory and Management Responsibility:**  
This position has no supervisory or management responsibilities.

-----  
**APPLICATION PROCESS:** All applicants may be required to complete the following: written exam, physical exam, drug screening, polygraph, and background investigation.

If you feel you qualify for the above position, and you meet the minimum requirements, you may complete an application at the Human Resource Office, 971 Wilson Road, Riverdale, GA 30274. Applications are available from 8:00 to 4:00 p.m., Monday – Friday. Applications are also available on [www.riverdalega.gov](http://www.riverdalega.gov).

\_\_\_\_\_  
Authorizing Department Head Name and Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reviewing Human Resources Director Name and Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reviewing Finance Director Name and Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approving City Manager Name and Signature

\_\_\_\_\_  
Date